

10 FAM 630

OFFICE OF THEMATIC PROGRAMS (R/IIP/T) FUNCTIONS AND PROGRAMS

(TL:PEC-01; 10-01-1999)

10 FAM 631 OVERVIEW

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a. The Office of Thematic Programs (R/IIP/T) provides products and services to posts abroad in support of their Mission Program Plan goals. Its programs are prepared in response both to Washington, D.C. headquarters initiatives and post needs. The office includes multi-functional teams organized in one of two ways: along thematic lines which closely parallel U.S. Strategic Goals and National Interests, or along product lines where output cuts across thematic lines.

b. The multi-functional thematic teams include program officers, program assistants, writer-editors, web managers, and reference specialists led by a team leader. The product line teams include graphic designers, writer-editors, visual information specialists, program assistants and web managers led by a team leader. Personnel comprising all teams are drawn from the Civil Service, the Foreign Service, and Schedule C appointees.

c. R/IIP/T employees operate in a non-hierarchical, team-based environment with maximum collaboration on all Office products both within and across teams. Communication between team members and field posts is direct and not subject to routine clearance procedures. Information sharing both within and across teams and with R/IIP/G colleagues is essential to maintaining productivity. Primary R/IIP/T customers are field posts, though some products and services will reach foreign audiences directly. R/IIP/T strives to maintain the highest possible levels of customer service.

10 FAM 632 PRODUCTS AND SERVICES

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R/IIP/T works in close cooperation with teams in R/IIP/G to provide posts a range of programs, products, and services, including:

- (1) Print publications, both periodic and occasional (e.g. brochures, pamphlets, books, paper shows, posters, press kit folders);
- (2) Internet-based publications, both periodic and occasional (e.g. web pages, electronic journals);

- (3) Direct communication of policy material via Internet mailing lists;
- (4) Language versions/translations of print and electronic publications;
- (5) Traveling speakers and specialists;
- (6) Electronic (both audio and digital video) speakers;
- (7) Reference services to enable posts to respond to target audience requests;
- (8) Bibliographic materials and services (e.g. Books and Documents lists;
- (9) Electronic advance documents service, article alerts, photo services, public diplomacy query database);
- (10) Support for U.S. publications' translation and/or distribution abroad (e.g. book translation program, copyright clearance service).

10 FAM 633 THROUGH 639 UNASSIGNED